


21 FEB 1980

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

STAT FROM:

  
Deputy Chief, Printing and Photography  
Division, OL

SUBJECT: Draft of LI 12-1

1. I have reviewed the draft of LI 12-1 and do not have any recommendations for changes. The Printing and Photography Division (P&PD) has a safety officer who is responsible for each item listed in the instruction and is discharging that responsibility satisfactorily, with the exception of presenting safety films to employees. Plans are currently underway to take care of this exception.

2. I will attempt to fund safety requirements as they arise, inasmuch as we have not identified funds for specific health and safety programs in any of our FY 80 - FY 82 budgets.

STAT



OL 0 0839

DDA - FY 1980 MBO Program

Proposed Objectives

Office of Logistics

NUMBER: OL 28-80

SHORT TITLE: Health and Safety Program

STATEMENT OF OBJECTIVE: To develop and implement a Health and Safety Program within the Office of Logistics which meets the objectives of the Occupational Safety and Health Act of 1970 (OSHA), the standards developed by the Secretary of Labor, existing executive orders and federal regulations, and the Provisions of HR 12-1 to assure safe and healthful working conditions for all employees.

EXPLANATION: This objective will focus on formalizing existing health and safety procedures and implementing new procedures to form a comprehensive Health and Safety Program within the Office of Logistics.

COORDINATION: This objective will be coordinated with the Office of Medical Services and the Office of Security to insure compliance with Agency objectives.

GOAL: The goal of this objective will be threefold: To assure a working environment free of safety and health hazards; to provide adequate safety and health training to personnel; to make employees aware of their rights and responsibilities under OSHA and the Agency Safety and Health Program.

OBJECTIVE NO.	OL 28-80	OFFICE	Logistics	ESTIMATED COST	MYR	DOLLARS	PERIOD	STAT							
OBJECTIVE	Develop and implement an Office of Logistics Safety and Health Program which meets the objectives of the Occupational Safety and Health Act of 1970 (OSHA), the standards developed by the Department of Labor, Executive Orders, and Federal and Agency regulations, to ensure safe and healthful working conditions for all assigned employees.			80	1.0	60,000	OCT - NOV DEC - JAN FEB - MAR APR - MAY JUN - JUL AUG - SEP								
ACTION PLAN (Milestones)				COMPLETION MONTH: SCHEDULED O; ACTUAL X											
				OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Organize Office of Logistics Safety and Health Committee.				O											
2. Committee members review all existing safe and health guidelines, i.e., statutes, executive orders, and regulatory issuances.						O									
3. Briefing of OL Safety and Health Committee by Office of Security safety officer and Office of Medical Services health officer.					O										
4. Conduct safety and health survey as it relates to personnel and working environment.							O								
5. OL Health and Safety Committee to prepare Health and Safety Program for OL. It will include requirements for:								O							
a. Periodic inspections															
b. Safety equipment															
c. Training															
d. Employee Awareness Programs															
e. Health and Safety Standards															
f. Program Evaluation															
6. Periodic reports to include annual OSHA report outlining actions taken and summary of achievements.															O

1-20  
OL-2a

DDA - FY-1979 MBO PROGRAM

OFFICE OF LOGISTICS

Real Estate and Construction Division

OL-28A-80

NUMBER:

TYPE:

Regular

SHORT TITLE:

Safety

STATEMENT OF OBJECTIVE:

To implement established guidelines of the Occupational Safety and Health Act (OSHA) of 1970 and the Agency Safety and Health Program HR 12-1 to assure safe and healthful working conditions for all assigned employees.

EXPLANATION:

To constantly seek to promote safety and health by avoiding the assumption that "it can't happen here." A constant and curious effort is to be nurtured to enhance success.

COORDINATION:

Internal to Real Estate and Construction Division (RECD).

GOAL:

To totally eliminate lost-time accidents.

SUBJECT: [REDACTED] AND A [REDACTED] PLAN

STAT

OBJECTIVE NO.	OL-28A-50	OL/RECD	REDACTED	BY	BY PERSONNEL	ESTIMATE	PERIOD	STAT
				MYR		DOLLARS		
OBJECTIVE	To implement established guidelines of the Occupational Safety and Health Act of 1970 and the Agency Safety and Health Program to assure safe and healthful working conditions for all assigned employees.							
							APR - MAY	
							JUN - JUL	
							AUG - SEP	
							EXCEEDING PLAN	
							MEETING PLAN	
							BEHIND PLAN	

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED O; ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Develop a working environment for all personnel which is free of safety and health hazards.	0											
2. Provide personnel with access to copies of all available OSHA guidelines and the Agency Safety and Health Program and related publications.			0									
3. Provide safety equipment and personnel protective equipment necessary in the accomplishment of all job-related tasks of assigned personnel.					0							
4. Conduct regularly scheduled meetings on project-associated accident and illness prevention methods, safety and health promotion, and fire prevention techniques.							0					
5. Accomplish a thorough safety and health inspection of all job-related work places periodically.								0				
6. Summarize and evaluate existing Safety and Health Program and revise where necessary to assure safe and healthful working conditions for employees.												0

1710  
OL-26

DDA - FY 1980 MBO PROGRAM  
Proposed Objective

OFFICE OF LOGISTICS

NUMBER:

OL-28B-80

TYPE:

Regular

SHORT TITLE:

P&PD Safety and Health Program

STATEMENT OF OBJECTIVE:

Implementation of the Agency Safety & Health Program within P&PD; establishing specific goals to reduce occupational accidents.

EXPLANATION:

Recently we have completed and renovated the building medical room. It has been cleaned, repainted, and a sink installed. Eye wash kits, emergency medical supplies and CPR equipment have been provided. Adjacent sidewalks are being resurfaced, crosswalks are being relocated to the corner and a gate and fence is being altered. These are examples of projects that are underway to help reduce chance of injury to P&PD personnel or building visitors.

COORDINATION:

Liaison with Headquarters Security Branch and, possibly, the Office of Security.

GOAL:

Ensuring that P&PD employees are protected from any unsafe and unhealthy working conditions that may exist. Determining potential safety hazards and seeking methods to eliminate identified hazards.

OBJECTIVE 01-28B-S-	OFFICE 01/P&PD	RESPONSIBLE OFFICER [ ]	FY 80	FY RESOURCE ESTIMATE MYR .1	DOLLARS \$2500.00	PERIOD OCT - NOV DEC - JAN FEB - MAR APR - MAY JUN - JUL AUG - SEP	STATUS STAT
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Implementation of the Agency Safety and Health Program within P&PD; establishing specific goals to reduce occupational accidents.

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED 0; ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Verify that existing guidelines on safety practices are in effect throughout the Division.	0											
2. Survey all aspects of safety as it relates to personnel and their working environment.		0	-----	0								
3. Initiate action plans to correct conditions found in the survey.					0							
4. Monitor implementation of action plans to correct identified safety hazards.						0	-----	0				
5. Keep cognizant officials appraised of progress in safety maintenance.	0	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	0
6. Provide summary of achievements.												0

ADMINISTRATIVE - INTERNAL USE ONLY

AUG 14 1979

10  
OL-2C

DDA - FY-1980 MBO PROGRAM

Office of Logistics/Supply Division

OL-28C-80

( TYPE: Regular

SHORT TITLE: Safety and Health Program

STATEMENT OF OBJECTIVE: To increase safety and health awareness

EXPLANATION: The Occupational Safety and Health Act of 1970 (OSHA) requires that the head of each Federal Agency establish and maintain an effective and comprehensive occupational safety and health program consistent with standards developed by the Secretary of Labor.

COORDINATION: This should be a joint effort between the Office of Logistics and the CIA Safety Officer.

GOALS: Although a safety and health program is a daily ongoing effort in the Central Depot, efforts will be made to increase safety and health awareness which hopefully will result in reducing occupational safety and health hazards.

ADMINISTRATIVE - INTERNAL USE ONLY



### ACTION PLAN (Milestones)

STAT

- [illegible]

# OBJECTIVE AND ACTION PLAN

OBJECTIVE NO. OBJECTIVE	OFFICE	RESPONSIBLE OFFICER	FY	FY RESOURCE ESTIMATE		PERIOD	STATUS
				MYR	DOLLARS		
						OCT - NOV	
						DEC - JAN	
						FEB - MAR	
						APR - MAY	
						JUN - JUL	
						AUG - SEP	
						I EXCEEDING PLAN = MEETING PLAN < BEHIND PLAN	

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED O; ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
3. Implement specific standards for leaders and supervisors to obtain their involvement in accident investigations, planned inspections and safety communications.				0								
4. Evaluate and adopt constructive ideas and suggestions submitted by the depot safety committee.						0						
5. Review the depot safety and health programs for FY-80 to determine if the goals established have been met.									0			
6. Prepare an annual occupational safety and health report outlining the actions that have been initiated and accomplished.											0	

☐ UNCLASSIFIED☐ INTERNAL  
USE ONLY☐ CONFIDENTIAL☐ SECRET**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Draft of LI 12-1

FROM:

Deputy Chief, Printing & Photo-  
graphy Division, OL

EXTENSION

NO.

OL 0 0839

DATE

21 February 1980

TO: (Officer designation, room number, and  
building)

DATE

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Chief, Plans and  
Programs Staff, OL

2.

3.

4.

5.

6.

7.

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9.

10.

11.

12.

13.

14.

15.

☐

SECRET

☐

CONFIDENTIAL

☐INTERNAL  
USE ONLY☐

UNCLASSIFIED

LSD

FY 1980 MANAGEMENT OBJECTIVES

A. Safety Program 11-291-80

1. Conduct periodic inspections of overt Agency buildings, noting possible safety defects.
2. Clear all building corridors of excess material on a regular basis.
3. Establish safety procedures for all operations where none exist; improve current procedures as needed.
4. Enforce strict adherence to existing policies for safe operation of pushcarts, forklifts, and motor vehicles. Conduct initial or remedial training as required.
5. Promote usage of protective clothing and footwear for all applicable personnel.
6. Emphasize LSD's pursuit of excellence in the Federal Safe Driving Program for all drivers.
7. Fully implement Safety Branch recommendations for the Motor Pool.
8. Establish comprehensive training and operating procedures for Mail and Courier Branch X-Ray system.
9. Reevaluate current safety policies of SOMAT, Incinerator, and Hammermill operations. Make corrections or supplements as required.

B. Energy Conservation 00-311-80

1. Reduce mileage driven by LSD vehicles, thereby producing savings of vehicle fuel. Accomplish this goal by eliminating unnecessary trips, combining duplicate runs, encouraging customers to conserve, and suggesting alternatives to wasteful requests.
2. Turn electrical switches off after use and eliminate unnecessary equipment.
3. Procure only the most fuel-efficient vehicles for Agency use.

SUBJECT: FY 1980 Management Objectives

4. Continue fuel rationing as required and strictly enforce where abused.
5. Increase awareness of Metrobus and Metrorail facilities available for use by Agency employees.
6. Promote conservation measures and recommend additional programs in liaison efforts with GSA and other government agencies.
7. Investigate any and all potential energy saving techniques and products. Implement as feasible.
8. Actively strive to increase employee interest in conserving energy resources.

Called [redacted] X 748  
 who is Agency Health Officer  
 and invited him to attend our  
 opening. <sup>however he declines.</sup> He suggested that his  
 presence would not contribute substantially  
 to the meeting since they <sup>(on)</sup> react  
 after OS spots happens, etc. OS  
 in the designated Safety Office in  
 Agency. However [redacted] did  
 offer his services at a later date if  
 necessary. He thought that  
 [redacted] (AC/Safety Branch) could  
 handle this initial meeting and he  
 would be like a "5th wheel".

[redacted]  
 11/7/79

OL - SAFETY OFFICERS

Component

Name

Training Taken

Office of Logistics

LSD

Motor Pool

P&PD

Copy Center

Graphics

HEB

Building Services Branch

Mail & Courier Branch

OSHA-1 week  
Basic Safety-1 week

OSHA-1 week

OSHA-1 week

OSHA-1 week

Basic Safety-1 week

OSHA-1 week  
Basic Safety-1 week

OSHA-1 week